



TO: Sustainability Advisory Board (SAB)

CC: Jordan Wheeler, Assistant to the City Manager

FROM: Susan Millhauser, Sustainability Coordinator
City Manager's Office

SUBJECT: Updated Sustainability Plan Progress Report and Board Recommendation

DATE: August 15, 2013

Background

The Sustainability Plan for City Operations, adopted by the City Council in 2007 (Resolution 07-60), focuses on making City operations more sustainable, with an emphasis on efficient use of natural resources, financial savings, and employee and community health, using a Triple Bottom Line approach informed by the Natural Step principles.

Key elements of the Sustainability Plan include: background information about sustainability, the context for planning for sustainability, a sustainable city vision and guiding principles, and action areas. The Plan is intended to guide City operational efforts toward long-term sustainability ideals, with measurable milestones set for five years ending in 2012, and was drafted by a steering committee made up of staff from across the City organization. The Sustainability Plan and its Appendix are available on the City's website at www.ci.oswego.or.us/sustainability/sustainability-plan-city-operations.

Discussion

Progress toward the Sustainability Plan's goals has been tracked since the Plan's adoption in 2007. The Progress Report, attached, provides an overview of progress toward the 2012 milestones and highlights accomplishments since 2010, when the last progress report was prepared. The following actions areas are detailed in the 2013 Progress Report, with data showing progress through calendar year 2012, in most cases, as well as recent achievements:

- Energy and transportation
- Water conservation
- Waste reduction and recycling
- Procurement - purchasing and contracting
- Pollution prevention/toxics reduction
- Employee education

The Progress Report has been reviewed for data accuracy by City staff involved in various elements of each of the action areas. Subsequently, the Progress Report has been shared with the SAB to garner

feedback on progress to date and proposed next steps. The SAB was presented with an overview of the Energy and Transportation action area at its May 2013 meeting, with the remainder of the Progress Report presented and discussed at the July 15 SAB meeting. Input received from the SAB has been incorporated, where feasible, into the updated Progress Report included as an attachment to this memo (dated August 2013). Two new sections have been added at the beginning of the Progress Report to better articulate the principles upon which the Sustainability Plan and its projects were based and to better displays results, including progress toward 2012 goals and a summary of projects that have resulted in cost savings to the City.

The information in the Progress Report will be used to help to identify and prioritize future sustainability efforts for City operations. More details on the proposed process to update goals and milestones and identify projects moving forward are discussed below.

Next Steps

To develop an updated Sustainability Plan for City Operations, it is recommended that the City Manager's Office convene an ad-hoc committee comprised of a range of City staff to complete the following tasks:

- Review progress toward the 2012 goals (summarized in the Progress Report);
- Identify a strategy to complete outstanding projects and identify new projects;
- Review and update short and long-term goals, targets, and measures to move toward the Plan's 2027 goals, including potentially removing some measures and adding new ones; and
- Prepare an updated Sustainability Plan for review, input, and approval.

At its July meeting, the SAB recommended that a Board member and Council member also be included in the committee convened to review progress toward operational goals and establish new goals and projects. Staff also recommends that a representative from Republic Services serve on the committee to provide expertise related to waste reduction and recycling.

Also at its July meeting, the SAB strongly recommended that future projects and analysis of data and trends include financial information, such as cost savings and return on investment. This will require that project managers carefully track and provide reports on all costs and staff time required to implement identified projects. This recommendation and additional Board recommendations have been incorporated below.

For all identified projects, the updated Plan should:

- Enumerate estimated project costs and savings, return on investment, and potential funding sources;
- Identify anticipated outcomes and benefits (environmental and social in keeping with Sustainable City Principles or other framework recommended by the committee);
- Endeavor to establish baselines where not currently established, such as for waste generation, and normalize data where feasible, such as irrigation by acres of park land;
- Highlight partnership opportunities that compliment limited staff resources; and
- Clearly identify responsible parties and implementation timelines.

Upon recommendation by the SAB, staff will present an overview of the Progress Report results to the City Council along with the recommendation for updating the Sustainability Plan. It is anticipated that upon approval of the proposed Plan update process by the City Council, a staff steering committee will be convened and will require three months to develop the updated Plan, guided by a committee charge

statement and scope of work that will be presented to the Council for review and approval.

Subsequently, the draft updated Plan will be shared with the City's Executive Management Team for review and input. Then the updated Plan will be brought to the SAB for review and recommendation to the City Council, followed by Council review and adoption prior to the end of 2013. A tentative timeline is as follows:

Date	Body	Action
August 19	SAB	<ul style="list-style-type: none"> • Final Review of Progress Report and Proposed Update Process • Recommendation to Council
September 10	City Council	<ul style="list-style-type: none"> • Present Progress Report to Council • Present and Get Approval of Update Process
November 13	Executive Team	<ul style="list-style-type: none"> • Progress Report Summary • Updated Plan and Projects Presented for Review and Feedback
November 18	SAB	<ul style="list-style-type: none"> • Updated Plan and Projects Presented for Review, Feedback, and Recommendation to Council
December TBD	City Council	<ul style="list-style-type: none"> • Updated Plan and Projects Presented to Council for Adoption

Action

Staff requests that the SAB approve a motion at its August meeting recommending that the City Council authorize the formation of an ad-hoc steering committee comprised of City staff, an SAB member, and a Council member to review the Progress Report and develop an updated Sustainability Plan for City Operations.

Attachments

Progress Report – Sustainability Plan for City Operations, August 2013